



Jet Propulsion Laboratory
California Institute of Technology
4800 Oak Grove Drive
Pasadena, California 91109-8099
(818) 354-4321

April 11, 2002

Thank you for your interest in participating in the Division 35 Mechanical and Thermal Engineering Support Contract proposal effort. Jet Propulsion Laboratory invites your organization to submit a written proposal for this effort as described in the Request for Proposal. Please read the RFP carefully and submit your proposals in accordance with the instructions contained in the General Instructions and Volumes I, II, and III.

All clarifications and addenda will be posted on the Division 35 Support RFP webpage at <http://acquisition.jpl.nasa.gov/rfp/35engineeringsupport/>. I will send out an email notification whenever any addenda or clarifications are posted.

The Pre-Proposal Conference is going to be held, as scheduled, on Tuesday, April 16, 2002 from 8:30 a.m. to 1:30 p.m. in 180-101. I look forward to meeting each one of you. The morning portion of the day will involve an overview of the Sections this contract will support as well as an overview of the RFP. From 10:30 to 12:00 JPL Public Services will be conducting a tour of JPL. You are strongly encouraged to wear comfortable shoes. No questions regarding the RFP will be answered during the tour. When we return from the tour there will be additional time for any questions/clarifications.

We would expect to receive your proposal, addressed according to the General Instructions contained in the RFP, on or before **Monday, May 20, 2002 at 3:00 p.m.** You are encouraged to submit "Past Performance" information as described in Volume III at the earliest possible date.

We expect the oral portion of the proposal process to begin the week of June 10, 2002. Each proposer will be contacted individually to schedule your time.

If you have any questions, please send them via email to christine.l.horowitz@jpl.nasa.gov.

Sincerely,

Christine Horowitz
Cognizant Negotiator